

City of Lodi Parks and Recreation Department
AFTER SCHOOL PLAYGROUND PROGRAM
125 N. STOCKTON STREET, LODI, CA 95240

Office: (209) 333-6742

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Voice Mail: (209) 333-6800 Ext. 2907

ENROLLMENT AGREEMENT

School Year: July 31, 2006 — June 1, 2007

The City of Lodi Parks and Recreation Department offers an After School Playground Program for children currently enrolled in kindergarten through sixth grades at Beckman, Lakewood, Nichols, Reese, Vinewood, Borchardt, and Larson elementary schools that runs concurrent with the school year. This Agreement explains the After School Playground Program policies and procedures. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by the policies and procedures of the After School Playground Program as set forth below. Thank you for your interest in our program; we will strive to make it fun, safe and enjoyable for you and your child(ren).

I. SCHEDULE AND GRADES SERVED

The After School Playground Program (the Program) begins at 2:15 p.m. and ends promptly at 6:00 p.m. on days in which school is in session according to L.U.S.D. MT Calendar. This also includes common planning days and school-wide minimum days and parent/teacher conferences for MT TRACK. The Program serves children who are currently enrolled in kindergarten through sixth grades at Beckman, Lakewood, Nichols, Reese, Vinewood, Borchardt, and Larson elementary schools. For information about **Summer Vacation** and **Punch Card "Drop-in Care"** call the Parks and Recreation office at (209) 333-6742.

II. BASIC SERVICES

Your child(ren) will be provided with a daily snack. Children will be given an opportunity to do homework and participate in organized sports, games, and art activities. Children will also view a variety of "G", "PG", and "PG-13" rated movies. Staff to participant ratio is 1:20.

III. PROGRAM FEES (Initial on each line, indicating you have read and understand program fees).

ANNUAL REGISTRATION FEE: A non-refundable annual registration fee of \$20.00 per child, will be due upon the child's initial enrollment in the program and every July thereafter that the child remains in the Program. A new enrollment agreement must accompany the annual registration fee. Please allow (1) business day for processing your enrollment materials.

MONTHLY PROGRAM FEES: The cost of the Program is \$100 per month, per child. Program costs are averaged over the 10 months of school, there is no discount for holidays, or fall, winter, and spring breaks. Program fees are due and payable on the 1st day of each month of program attendance. When you enroll your child(ren) in the Program, you are reserving space for your child(ren). Monthly fees will not be prorated for absences. There are no multi-child discounts. You are responsible for paying all fees in a timely manner to ensure your child(ren) a place in the Program. Payment coupons will be provided to the parent signing the enrollment agreement.

LATE FEES: Payments not received by the 5th of each attendance month are considered past due. A \$10 past due fee per child(ren) along with the program fee will be due no later than the 10th of said month to ensure a place for your child in the Program (total due per child if paid from the 6th to 10th day of said attendance month is \$110). Payments not received by the 10th day of each attendance month are considered delinquent and an additional \$10 fee will be assessed per child for said attendance month (total due will be \$120 per child) It is your responsibility to pay the fees when they are due. We do not send statements.

AFTER HOURS PICK-UP FEE: An after hours pick-up fee of \$5.00 per 5 minute increment/per child(ren) will be charged for children picked -up between 6:01 pm and 6:30 pm. On the 4th incident of a late pick-up, you will be billed \$5.00/per child for each minute after 6:00 p.m. that your child(ren) remain on site. Immediately following the 4th incident of a late pick-up, your child(ren) will be dismissed from the Program. In all instances of children remaining on site after 6:30 p.m. the Lodi Police Department will be contacted and will be requested to pick-up your child(ren) and you will need to go to the Police Department to pick them up (215 West Elm Street). The non emergency telephone number for the Lodi Police Department is (209) 333-6727.

DELINQUENT ACCOUNTS: Payments received are applied to oldest charges first. Accounts with any fees (program, late, or after hours) 60 or more days delinquent will be sent to a collection agency and Program services for your child(ren) will be immediately terminated. Be advised that the referral of delinquent accounts to a collection agency may adversely affect your credit.

PAYMENTS: Checks are to be made payable to the City of Lodi. Your payment should have the name of your child(ren) and school of attendance written on the check. Checks may be mailed or dropped off at Lodi Parks & Recreation Department 125 N. Stockton Street (night mail slot is located in front door). **PAYMENTS WILL NOT BE ACCEPTED AT THE SCHOOL SITE.**

RETURNED CHECKS: You are liable for the then existing City of Lodi service charge on all returned checks (insufficient funds.) In the event of a second returned check (insufficient funds) your account will be placed on a cash-only basis.

DAMAGES: Parents/Legal Guardians are financially responsible for any and all damage and/or vandalism caused by their child(ren) to the school site or to the property of the Program.

IV. ABSENCES or TERMINATION

Days missed in the Program by your child(ren) will not be deducted from your monthly fee. When you enroll your child(ren), you are reserving time, space, staffing and provisions for your child(ren). If you know that your child(ren) will not be attending the program for a complete month or more you are required to contact the Parks and Recreation office and notify, the After School Playground Program Administrative Clerk, at (209) 333-6742 no later than the 25th day of the month preceding the month of the planned absence. **IF YOU DO NOT CONTACT THE CLERK YOU WILL CONTINUE TO BE CHARGED.** (The After School Program site staff is not responsible to stop billing). Your failure to contact the After School Playground Program Administrative Clerk in a timely manner **will result in continued charges for which you will be financially responsible.** Site staff will not accept enrollment change notifications. Notifications must be handled at the Parks and Recreation office.

V. PROCEDURES: (Initial on each line, indicating you have read and understand program procedures)

Sign in/out sheets are located in a binder at each site. An After School Playground Program Staff person signs your child(ren) in when they arrive. It is the child's responsibility to get to the Program. A designated adult (or designated sibling) must sign your child(ren) out each day from the Program. If your child(ren) is walking or riding his or her bike home from the Program, a Sign-Out Form is required to be signed by you giving site staff permission to sign-out your child(ren) at the end of each day. For your child to assist in a teacher's classroom and leave supervision of the After School Playground Program Staff, the teacher must be authorized to pick-up your child(ren) and sign them out of the Program. Staff will resign-in your child(ren) to the program when the child(ren) returns from the teacher's classroom. In the event your child(ren) needs to be picked-up by an adult other than those you have designated on your Child's Information Form(s), an authorization notice signed by the parent/legal guardian who has signed the Child's Information Form(s) is required to be delivered to one of the following Parks and Recreation staff members: Program Supervisor, Program Coordinator, or Administrative Clerk.

Picture ID will be required of all persons signing your child(ren) out of the Program.

The parent/legal guardian who signs this enrollment agreement is the parent/legal guardian with whom Parks and Recreation will contact for necessary paperwork and financial responsibility. In cases of separation or divorce, please discuss any special circumstances with the Recreation Supervisor. If any After School Playground Program documents are needed for court cases, your attorney will have to subpoena the documents from our city attorney who in turn will request the documents from us if all is in order.

An additional enrollment packet may be required for the non-signing parent.

The parent/legal guardian who signs the Child's Information Form(s) is the only person who may make changes or additions to that form.

If there is a change to the child's enrollment information, it will need to be cleared with the After School Program Administrative Clerk, not the site leader. This information includes home address, phone number(s), and/or pick-up list changes. This will facilitate routing the information to the intended persons.

Your Child's Information Form(s) must have the names, addresses and phone numbers (work, home and mobile) of LOCAL individuals who staff may contact in an emergency when we cannot reach the parent/guardian. It is the responsibility of the person signing the Child's Information Form(s) to immediately notify the After School Program Administrative Clerk of any changes by completing a "Change in Participant's Information Form". These forms are available at program sites, the Parks and Recreation office and on the city's website (www.lodi.gov).

If a person appears to be intoxicated or otherwise impaired (e.g. drugs, mental condition) the child(ren) will not be released to the person by site staff and the Lodi Police Department will be contacted to evaluate the situation. The safety of your child(ren) is paramount.

VI. ILLNESS

Please report any contagious disease or condition such as head lice, chicken pox, flu symptoms, etc., to the Parks and Recreation office when you become aware of the problem. This helps contain the spread of illnesses.

The Department reserves the right to conduct random checks for head lice. If your child(ren) is found to have head lice, you will be called to pick up your child(ren). Children must be nit-free to return to the Program.

- If your child(ren) becomes sick at the After School Playground Program, site staff will call you or someone from the emergency list to pick-up the child(ren). You or your designated contact(s) are expected to pick-up your child(ren) within 30 minutes of notification.
- Remember a picture ID is required to sign your child(ren) out of the Program.

VII. BEHAVIORAL CONTRACT

- It is the policy of the Program that children, parents/legal guardians and staff always be treated with respect. Abusive language from children, staff or parents/legal guardians is not allowed. Hitting, spitting, swearing, and an aggressive uncooperative attitude will be subject to discipline. **Cell phones are only to notify the parents when a child is walking home and is leaving an ASP site. They are not allowed to be used during program time.** The After School Program will follow the discipline guidelines of the school site. In addition, an incident report will be filed with the Recreation Supervisor and the parent/legal guardians will be notified of the problem. Continuing behavioral problems may result in the suspension of a child and/or termination from the Program as may determined by the sole discretion of the Recreation Supervisor.
- **If your child leaves the school grounds or cafeteria without permission, site staff will immediately call the Lodi Police Department, Parent/Legal Guardian, and Program Supervisor . Your child will then be terminated from the Program.**
- Any child who has been suspended from school is automatically suspended from the After School Playground Program.

VIII. PHOTO RELEASE PERMISSION

I grant permission for my child's photograph to be taken in conjunction with City of Lodi After School Playground Program activities by electronic media (e.g. camera, videotape, camcorder). I understand and agree that this electronic media may be used for program brochures, media productions, advertisements or news articles without reimbursement or payment to me or my child(ren) of any kind.

Parent/Legal Guardian Signature _____

IX. CONSENT FOR MEDICAL TREATMENT

In order for my child(ren)/legal dependant(s) to receive necessary medical treatment in the event of any injury or illness occurring during participation in the After School Playground Program, the undersigned as the parent or legal guardian, of the child(ren)/legal dependant(s) enrolled in the Program, as set forth below, hereby authorizes the City of Lodi , through it's employees or agents to obtain all emergency dental or medical care as prescribed by a duly licensed physician (M.D.), Osteopath (D.O.), or Dentist (DDS). Such medical or dental care may be given under whatever conditions are necessary to preserve the life, limbs, or well being of my child(ren)/legal dependent(s). I further hold the City of Lodi, its employees, and elected officials harmless in the exercise of this authority.

Parent/Legal Guardian Signature _____

X. COMMON PLANNING DAYS AND MINIMUM DAYS

- The After School Playground Program provides programming for participants beginning at 12:30 p.m. for K-6 grades on all early dismissal days from school as identified on the Lodi Unified School District Instructional Calendar for 2006/2007. Minimum days called by the school that are not listed on the official school calendar may not be covered.

XI. TERMINATION OF THE AGREEMENT

(Initial on each line, indicating you have read and understand grounds for termination)

This Agreement may be terminated for any of the following reasons:

_____ Non-payment of Program fees and failure to pay all fees incurred for the After School Playground Program.

- _____ Serious illness of your child(ren), preventing attendance in the Program.
- _____ Failure of the parent/legal guardian to honor the obligations set forth in this Agreement or abide by the rules, regulations or manuals promulgated or provided by the City of Lodi Parks and Recreation staff.
- _____ The Program Supervisor, Coordinator or site staff determines that they are unable to meet the needs of the child(ren).
- _____ The Program Supervisor, Coordinator or site staff determines that it is not in the best interest of the Program or other children enrolled in the Program to have your child(ren) in attendance.
- _____ Failure of the child's parent/legal guardian to cooperate with the site staff, Coordinator or Program Supervisor.
- _____ Violent or aggressive behavior, yelling or hitting a staff member of the Program.
- _____ If your child(ren) runs away or hides from program staff.
- _____ Habitual late pick-ups.
- _____ Fraudulent time(s) recorded on sign-in and sign-out sheets.
- _____ Threatening other children or parents at a Program site.
- _____ Any child caught stealing from school, ASP program, or from another child. Parents will be held responsible.
- _____ With or without cause in the sole discretion of the Recreation Supervisor.

The undersigned, agree to cooperate with the general policies of the After School Playground Program, to perform the obligations of parent/legal guardian set forth in this agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the After School Playground Program. It further indicates that I/we have had this material explained and that all of my/our questions have been satisfactorily answered.

I/we recognize and understand that there may be risks of injury to my child(ren) as a participant in the Program and that I/we agree to accept those risks and the responsibility for any injury my child(ren)/legal dependant(s) may receive as a participant in the After School Playground Program.

I/we further agree to indemnify and hold the City of Lodi, its officers, employees and agents harmless from and against any and all liability for any injury which may be suffered by me or my child(ren), arising out of or in any way connected with participation in the Program.

My/our signature below indicates that I/we are aware of and understand how the After School Playground Program will be conducted and have read, understand and agree to the foregoing.

Name of Child to be Enrolled	School
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Parent/Legal Guardian Print Name

Parent/Legal Guardian Signature	Today's Date
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Child's Information**Must be completed by Parent or Guardian**

Child's Name: _____
 Last First Middle Name Nickname Birth date

Home Address: _____
 Number Street City Zip Child's phone

Child's Info: _____
 Program Site Age Sex Grade

Father's Name: _____
 Last First Middle Initial Home phone

Father's Info: _____
 Employer Work Phone Cell Phone Pager

Mother's Name: _____
 Last First Middle Initial Home phone

Mother's Info: _____
 Employer Work Phone Cell Phone Pager

Names of people authorized to take the child from the Program site (exclude Parents/Legal Guardians).

Name: _____
 Last First Relationship Home Phone Work Phone

Name: _____
 Last First Relationship Home Phone Work Phone

Name: _____
 Last First Relationship Home Phone Work Phone

Additional people who may be called in an emergency to pick up your child.

Name: _____
 Last First Relationship Home Phone Work Phone

Name: _____
 Last First Relationship Home Phone Work Phone

Name: _____
 Last First Relationship Home Phone Work Phone

Physician/Dentist to be called, in emergency.

Physician's Info: _____
 Name Medical Plan Insurance Number Office Phone

Dentist's Info: _____
 Name Medical Plan Insurance Number Office Phone

If Physician cannot be reached, what action should be taken?

Allergies, limitations, medications, dietary restrictions or special needs.

Procedure

- I hereby agree to indemnify and hold the City of Lodi its officers and employees, harmless, and any community organization cosponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.
- I recognize and understand that there may be risks of injury to my child as a participant in this program and I agree to accept those risks in registering my child as a participant. My signature below indicates that I am aware of and understand the policy and procedures of the After School Playground Program.

Parent/Guardian Print Name Parent/Guardian Signature Today's Date Start Date

AFTER SCHOOL PLAYGROUND PROGRAM PAYMENT COUPONS

August 2006 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by August 1st

After August 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

October 2006 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by October 1st

After October 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

December 2006 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by Dec. 1st

After December 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

February 2007 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by Feb. 1st

After February 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

April 2007 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by April 1st

After April 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

September 2006 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by September 1st

After September 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

November 2006 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by Nov. 1st

After November 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

January 2007 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by Jan. 1st

After January 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

March 2007 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by March 1st

After March 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____

May 2007 ASP PAYMENT COUPON

MONTHLY FEE \$100.00 per child Due by May 1st

After May 5th \$110.00 per child

After the 10th \$120.00 per child

Child's name(s) _____

Program site: _____

Payments due at the Parks and Recreation Office
125 N. Stockton Street, Lodi. Include coupon with payment.

Number of children _____ Total _____